



# ***Publications Bulletin***

UNITED STATES ARMY PUBLISHING AGENCY, ALEXANDRIA, VA 22331-0302

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Spring 1999

## ***Publications Bulletin Goes Electronic***

This is the last issue of the *Publications Bulletin* to be printed in paper and distributed to all account holders. Beginning with our next issue, Summer 1999 (1 July 1999), the *Publications Bulletin* will be available on our Army Electronic Library (AEL) CD-ROM and on our Internet home page (<http://www.usapa.army.mil>).

This action falls directly in line with the "Less Paper Policy for Departmental Forms and Administrative Publications" recently issued by numbered HQDA Letter 25-98-1 dated 1 December 1998. You can read this HQDA Letter on our Internet home page as well. (It was also distributed to all principal HQDA officials and MACOM commanders.) This initiative will be a quicker and more cost effective method of getting information out to you, our Army-wide customers.

Our Internet home page will have the *Bulletin* available in both HTML and PDF formats. It is easy to find, just click the icon on the sidebar that says "USAPA Publications Bulletins." That will

take you to the page where you can choose HTML or PDF versions.

If you cannot get a copy of the *Bulletin* from either source, please ask your higher headquarters to contact us to request a copy be mailed to you. We can print a very limited number (on demand) and mail them out.

The USAPA point of contact for this article is Mrs. Juanita Maberry at DSN 328-0592, commercial (703) 428-0592, or e-mail [maberryj@usapa.army.mil](mailto:maberryj@usapa.army.mil).

## **A Reminder—We Have a Less Paper Policy**

In the Winter 1999 *Publications Bulletin*, we announced that the Secretary of the Army authenticated the Less Paper Policy. That *Bulletin* included a copy of HQDA Letter 25-98-1, 1 December 1998, Less Paper Policy for Departmental Forms and Administrative Publications. You can also visit our home page <http://www.usapa.army.mil> and find the policy letter or look on the Army Electronic Library

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## **This is the last paper edition of the *Publications Bulletin***

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## Director's Corner

It seems that with every edition of the USAPA *Publications Bulletin*, we announce another change. This edition is no different.

One of the changes is that we will stop publishing this bulletin in its paper version in July 1999. After that, it will be available only on our website (<http://www.usapa.army.mil>) and on the Army Electronic Library CD-ROM – the paper version will be eliminated. Please see the short piece on the Less Paper Policy for a look at the future.

We're not making changes just for the sake of making changes. We're trying to work harder and smarter for our customers. We all face similar challenges and the same rapidly changing environments – like decreasing budgets, increasing demands to leverage technology for business processes, and shortages of employee "skill sets."

And with every edition we try to announce improvements to some aspect of your Army publishing system. Our Army Electronic Library CD-ROM and our website (<http://www.usapa.army.mil>) contain a growing number of publications and forms – now up to 900 administrative publications and 1,747 forms in a variety of formats. In response to many customer requests, we are also increasing our PDF (Portable Document Format) numbers, too. We're pleased to report that over 1,600 forms and nearly 400 publications are now in PDF – and we promise to accelerate this effort.

We're trying hard to convert our customers' concerns into improvements as quickly as our resources and priorities permit. We appreciate the feedback we are getting from all our customers – that's how we get better and can give our customers a better product and better service.

EMIL S. NAZZARO  
Director

(AEL) CD-ROM (EM 0001). Remember, this policy applies to only Army-wide forms and Army-wide administrative publications that are on our AEL. If the form or publication has not been converted to electronic format or cannot be converted, we will continue to procure the usual paper stock. The less paper policy effective date for forms and distribution levels C, D, and E publications (installation, MACOM, HQ) was 1 December 1998. Publications for distribution levels A and B (company and battalion) will not come under the less paper policy until July 1999. Forms on our critical forms list and mobilization forms and publications identified by U.S. Army Forces Command are exempt. In other words, even if we have converted them to electronic format or will do so in the future, we will continue to procure the usual paper stock for these items.

The point of contact for this article is Paula Kerr at DSN 221-6290 or commercial (703) 325-6290.

## New Codes Developed To Support The Transition Of Publications Into An Electronic Media Environment

As you know, the Army and USAPA are transitioning administrative publications (ARs, Pam's, Cir's) and blank forms to a digitized (electronic) environment. Additional efforts are also underway to digitize many technical and equipment manuals (TMs) and doctrine and training manuals (FMs). These efforts are focused on making information available to you, the user, in a more timely and usable media format that meets the emerging requirements of the "Army After Next."

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To accomplish the necessary transition, from an historically-paper based medium to a predominately electronic based medium, requires some additional codes being developed for the Consolidated Index of Army Publications and Blank Forms (DA Pam 25-30). It also requires development of a new Error/Reject Code for the Publication Requisition Edit Process at STARPUBS.

The next time you use DA Pam 25-30 from our Army Electronic Library or visit our web site at [www.usapa.army.mil](http://www.usapa.army.mil) and browse the DA Pam 25-30 extract, you will see two new pieces of information for those publications that have been digitized. First, you will see at the end of the item nomenclature, or title field, that the item carries the statement "(this item is included on EM 0XXX)." Secondly, you will see under footnotes "footnote code #41." Footnote #41 means "item also produced in electronic media." Additionally, footnote codes are searchable fields within DA Pam 25-30. These two codes should help you in determining if the publication you need is available in electronic media and assist you in identifying how to obtain a copy.

As many of the Army's published products are digitized and available electronically, the paper media version of that Army-wide publication or blank form will be discontinued. Thus, we have the potential for you to order an Army Regulation in paper, while it may be available in Electronic Media Only (EMO). Items coded EMO will not have any paper or microfiche copies available. Your only sources will be on a CD-ROM product or via the designated Army Web Site. (There are five designated web sites for authenticated Army-wide publications and blank forms. The USAPA web site and four others that are hot-linked via our web site.) If you order, or requisition, a publication that is identified as available EMO and you used EMO as the unit of issue, you will receive an Error Reject Code of "UI" for unit of issue. You must order the publication using the EM number (for example, EM 0001) and use the correct unit of issue — "CDROM."

Lastly, you will see a new Status Code of "PR." Status Code "PR" means, "Proponent has chosen not to print/reprint this publication. For mission essential requirements, please contact the

proponent agency Publications Control Officer." The intent of this code is to advise you that—

- (1) The information contained within the publication is current and should be used if you have a copy of it.
- (2) The item is **not** currently **available in paper** media from the USAPA Distribution Operations Facility. USAPA has exhausted our on-hand paper quantity of the item and are awaiting reprint authority from the proponent.
- (3) We recommend you research DA Pam 25-30 (Army Index of Publications and Blank Forms) to determine if the item is available electronically to satisfy your need. This may be done using the Army Electronic Library (EM 0001) CD-ROM or via our WWW home page DA Pam 25-30 extract.
- (4) If the item is not available via electronic media, you may want to contact your local installation Publication Control Officer (PCO) or your Publications Stockroom Manager for assistance. And in turn, they may want to contact their next higher headquarters for assistance in meeting your needs.
- (5) The PCO, for the proponent agency/activity, will have limited ability to assist you in an emergency and does not stock publications.

The point of contact for this article is Mr. Walter O. Myers at DSN 221-6231 or commercial (703) 325-6231.

## Writer-Editor Corner

*The following article should be of particular interest to writers and editors of publications. If you have a special interest that you would like to see addressed, please let us know.*

### The Careful Writer and Internal and External References

Have you ever followed a citation in text to another paragraph (an internal reference) or to an external publication and found yourself on a

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wild goose chase to a bad reference? Readers expect references in text to tell them where to find good information on a subject a publication covers. Cross-references are especially useful in Army administrative, doctrinal, and equipment publications. These publications often contain internal and external references. In Army publications, external references are even categorized (in a reference appendix) as required and related.

**External references.** What can go wrong with a reference? Sometimes a wrong paragraph number is cited. Other times a weak reference to a publication refers the reader to still another reference. References can cite sources that are out of print or not locatable, the worst of possible problems. For writers and editors, these are avoidable reference problems that take a simple application of time and effort spent at checking text.

External references can be a good thing for the reader. By using external references, writers can avoid putting large amounts of needed information from other publications into a manuscript. But, using many external references calls into question the need of the new publication. If so much needed information is in other publications, why write the new publication?

What should be considered when making decisions about external reference usage? Keep in mind that a publication should stand alone and be made as complete as possible. Include all the information the reader needs in hand to be able to understand and comply. Limit external citations.

Consider as a “required publication” only those that must be read and referred to. Cite a publication as a “related publication” if the user only needs to know it is the source of or authority for information in a publication.

The way an external reference is cited tells a reader whether a publication is required or related. Cite a related publication by putting the publication number and division in parentheses; for example, “Policy publications must be

coordinated with all principal HQDA officials and MACOM commanders (AR 25-30, para 4-6).” Cite a required publication by including the reference in narrative or by using a “See” reference in parentheses; for example, “Some policy publication subjects require additional coordination. (See DA Pam 25-40, table 5-1, for specific areas.)”

As an alternative to citing a required publication, writers may summarize the material that readers need (up to about three pages) and cite the source as a related publication. As another alternative, text can be presented as an extract and included word for word in a chapter or as an appendix. Extracts (extended quotations) should be no more than three pages generally, be clearly identified as abstracts, and retain their original paragraphing schemes.

**Internal references.** Once a subject is covered, why repeat? Writers use internal references if insertion of essential repeated details will derail a subject train of thought or complicate an already complex passage of text. Internal references, especially useful in Army’s paragraphing scheme, have pros and cons similar to those of external references. Internal references can save words, limiting distracting but relevant asides. Internal references direct a reader to paragraphs or parts above or below the text being read. Rather than repeating the details of a subject every time it is being mentioned, information can be covered at one point and referred to thereafter. But, just as using too many external references forces the reader to juggle (using several publications at once), using too many internal references sends the reader back and forth, flipping through a publication.

Some repetition may be in order. Cross-reference a subject only if the reader may need to read a full explanation again. Cross-reference with an internal reference to prevent confusion while keeping subjects separate, and cross-reference if more details (in another location) help the reader’s understanding. Internal references may be in narrative text or in parentheses; for example, “All RCS reports will be filed annually through the chain of command (paras 5-1 and 10-2).”

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For more help with writing and Army publications, contact Marilyn Hale, Chief, Publications Management Branch. Ms Hale's e-mail is [halem@usapa.army.mil](mailto:halem@usapa.army.mil).

The USAPA point of contact for this article is Jan Hietala at DSN 328-0589 or commercial (703) 428-0589.

## Changes, changes, changes...how do I do my changes?

Before I answer this question, first I'm going to tell you what you can't do. You can no longer do immediate action interim changes, you cannot send out a memorandum to change a publication, and you cannot send out an "ordinary" electronic message in lieu of official changes.

You can no longer issue immediate action interim changes (IAICs) because they were discontinued as a medium for changing publications. (See AR 25-30, change 2, dated 15 July 1996.) Although IAICs were only effective for 2 years, they were one of the quickest ways to change Army-wide publications.

You cannot send out a memorandum in lieu of an official change. Army-wide policy requires proper coordination and authentication by the Secretary of the Army to be enforceable as DA policy. The coordination process allows other organizations to comment on, and possibly correct, proposed policies that affect them. Even if you coordinate a memorandum prior to sending it out and call it a "policy memorandum," it is not considered official DA policy until it is published in an authenticated policy publication (for example, an Army regulation or a Numbered HQDA Letter).

You cannot send out an "ordinary" electronic message in lieu of an official change. When it is necessary to issue a policy statement on a subject

not covered in an existing publication (usually due to an emergency situation or legal ramifications), proponents may seek approval from the Administrative Assistant to the Secretary of the Army to issue the policy by electronic message. Proponents will also take action to ensure the policy is placed into an official publication as soon as practical (AR 25-30, para 2-52a). This option is discouraged because your electronic message may not reach all the individuals Army-wide who have your publication thereby making your efforts useless. If you use the publishing methods available to you, you will ensure that your efforts are not wasted and the readers of your policy receive your change. An electronic message may also be used as a vehicle to advise users of an impending change to an official publication (AR 25-30, para 2-52b and fig 2-7).

So, how can you issue a change? There are two methods of issuing a change to Army-wide publications.

**Bound changes.** When you use this method of changing publications, only the changed material is printed in a separate bound publication, if paper is produced, (no tinting or other highlighting is used).

**Changes using strike-through and underscore.** Yes, it's still used, although very rarely; it is still an authorized method of permanently changing Army-wide publications. They are issued according to AR 25-30, chapter 2, section V. When you use the strike-through and underscore method of changing your publication, the entire publication is printed with the changed material highlighted with tinting or strike-through and underscore.

Whether or not actual paper is produced when your change is published depends on many factors. Questions regarding the above mentioned methods of changing publications and how the electronic version is handled can be directed to [epubs@usapa.army.mil](mailto:epubs@usapa.army.mil).

The following table is provided as a ready reference.

## Changes to Army-wide Publications

Type of Change	Permanent Change?	Currently Used?	Comments
Immediate Action Interim Change	No	No	No longer used. Rescinded as a publishing method in AR 25-30, change 2.
Bound (or Write-in) Change	Yes	Yes	
Strike-through and Underscore	Yes	Yes	
Publication Changes via Electronic Messages	No	Yes	Only if authenticated by the OAASA prior to transmitting.
Publication Changes via "Policy Memorandum"	No	No	Publications cannot be changed by using a policy memorandum.
Letters of Instruction	No	No	Letters of Instruction are not used in lieu of an official publication or change.
Standing Operating Procedures (SOPs)	No	No	SOPs are not used in lieu of an official publication or change.

The USAPA point of contact is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

## Consolidation Agreement Signed for Army Cataloging

The Defense Logistics Agency and the Department of Army signed a memorandum of agreement 9 April 1998 to complete the consolidation of Army cataloging.

Army Major General Norman E. Williams, Army Materiel Command's chief of staff, and Navy Rear Admiral David P. Keller, commander of the Defense Logistics Support Command, signed the pact. It allows the Defense Logistics Information Service to assume responsibility for all cataloging

activities for the Army Materiel Command's major subordinate commands. The Army joins the Air Force at the Battle Creek Federal Center as the first step toward complete consolidated cataloging. The centers for Defense Logistics Agency, Marine Corps, and Navy cataloging will follow incrementally through fiscal year 2000.

Defense Logistics Information Service, Directorate of Army Cataloging (DLIS-A) has been charged as the DOD cataloger responsible for data dissemination. Army is the first Service to consolidate their functions. LOGSA, AMCOM, CECOM, IOC, ACALA, SBCCOM, and TACOM have been working with the DLIS – what was

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once the Defense Logistics Services Center (DLSC) – since last summer to make this consolidation/centralization happen. As the focal point for Army cataloging actions, DLIS-A is dedicated to providing state-of-the-art logistics support to the soldier in the field, the materiel developer, and the rest of the logistics community.

DLIS-A has accomplished this effort by using FEDLOG as a single source of logistics data sets for all DOD agencies. This is a critical effort as we move into a Joint War fighting environment. DLIS has already developed a number of unique products tailored to specific data and media requirements including the U.S. Army Medical Research and Materiel Command Medical Equipment/Instrument Illustrated Catalogs, the Army Safety Catalog, and Army FMSLOG CD-ROM products.

DLIS has in-house CD-ROM authoring and hardcopy publishing capabilities that drastically reduce the time from product conception to fielding. They also have the capability to produce other tailored CD-ROM products to effect cataloging. Currently, and in the foreseeable future, DLIS is and will be funded through Service-level billing. Because of this development of automation requirements, the Army will not incur additional costs. The cost will be included in with current funding levels. DLIS is ready to expand these services to meet the Army's continuing logistics information needs.

Additional information on Army cataloging is available at [www.dlis.dla.mil/Army](http://www.dlis.dla.mil/Army). This site provides points of contact, information about recent initiatives, and updated internal news. Information is also available through our customer service number at (888) 352-9333, (616) 961-4725, or DSN 932-4725. Customer service representatives are available Monday through Friday from 0700 to 1630. Voice mail messages may be left after normal working hours.

The point of contact for this article is Timothy Hoyle, Office of Public Affairs, Federal Center,

74 N. Washington, Battle Creek, MI 49017-3092 at DSN 932-7019 or commercial (616) 961-7015, Fax: (616) 961-7410, e-mail: [thoyle@mail.drms.dla.mil](mailto:thoyle@mail.drms.dla.mil).

## **Policy Change Pertaining to DD Form 2529 (Reserve Component Commissary Privilege Card)**

The FY99 National Defense Authorization Act, Section 362, authorizes certain Reserve and National Guard members 24 visits to commissary stores per year. Eligible members previously were allowed only 12 visits per year. The visits are recorded on DD Form 2529. The card currently has only 12 blocks for recording the authorized visits to the commissary. The card will be revised and will contain 24 blocks for recording the dates of visits in lieu of the current 12 blocks, but the revised card will not be issued until calendar year 2000. Until the revised card is issued, two cards rather than one are to be issued to each eligible member.

The USAPA point of contact for this article is Ms. Ruth Ann Coyner at DSN 328-0568 or commercial (703) 428-0568.

## **Unit Of Issue Changes For 102 Blank Forms—Effective 1 April 1999**

USAPA is changing the unit of issue (UI) for the blank forms listed below. These forms have a construction of Tab Card, are pin feed, or have other special constructions. These items will now carry a unit of issue of carton (CTN). This change is being made to facilitate your ease of ordering and support the basic method of use.

IDN	Form Nomenclature	Change Field	Form Construction	Quantity (each) of the form contained within one (1) carton	Effective date of the form
131134	DD FORM 214	000	STC8	00400	8811
131291	DA FORM 3975	000	STC3	00400	8805
150004	DD FORM 1385	000	STC7	00500	7811
150038	DD FORM 2648	000	STC3	00400	9309
150065	DD FORM 4/1 & 4/2	000	STC4	00200	8805
150098	DA LABEL 18-1	000	PTC1	04000	8309
150149	DD FORM 1348-5	000	STC3	00900	6906
150192	SF FORM 50-B	000	STC5	00500	9107
150221	OF FORM 275	000	STC6	00300	7712
150242	DD FORM 4/3	000	STC4	00700	8805
150243	DA FORM 3473	000	STC4	00250	9311
150347	SF FORM 2806	000	CDC	00500	8002
150356	DA FORM 3581	000	STC4	00500	9302
150361	DA FORM 5515	000	STC6	00600	8908
150398	DA FORM 5314	000	STC4	00750	9412
150402	DA FORM 1857	000	STC3	00800	8306
150433	DA FORM 4573	000	STC6	01400	8203
150516	DD FORM 256A(MECH)	000	PTC1	01000	5005
150552	DA FORM 2-1	000	CDC	00800	7301
150574	DD FORM 2502	000	STC5	00650	8708
150588	DA FORM 1379	000	STC5	00550	7712
150593	DA FORM 1059	000	STC3	01000	7711
150594	DA FORM 1059	000	STC5	00650	7711
150605	DA FORM 1297	000	PTC1	07200	8201
150613	DA FORM 1383	000	TCBX	00005	5602
150714	DA FORM 2	000	STC4	00650	7301
150716	DA FORM 2000	000	TCBX	00005	7503
150717	DA FORM 2000-3	000	TCBX	00005	6310
150730	DA FORM 2139	000	STC5	00450	8510
150737	DA FORM 2166-7	000	PTC1	01300	8709
150738	DA FORM 2179	000	STC2	01600	5811
150742	DA FORM 2233	000	STC5	00600	7102
150746	DA FORM 2349	000	STC5	00650	8203
150781	DA FORM 2418	000	TCBX	00005	7001
150785	DA FORM 2445	000	STC5	02400	8401



IDN	Form Nomenclature	Change Field	Form Construction	Quantity (each) of the form contained within one (1) carton	Effective date of the form
150787	DA FORM 2451	000	PTC1	02500	6804
150791	DA FORM 2510	000	TCBX	00005	6412
150805	DA FORM 2765-1	000	TCBX	02000	7604
150806	DA FORM 279	000	STC6	00450	7604
150856	DA FORM 3094	000	STC4	00900	6612
150862	DA FORM 3154	000	STC4	02200	8106
150876	DA FORM 328-1	000	STC4	00700	7210
150877	DA FORM 328-2	000	STC3	03000	6607
150896	DA FORM 3434	000	STC6	00600	8902
150922	DA FORM 3647	000	STC4	00650	7905
150924	DA FORM 3648	000	PTC1	02700	7905
150926	DA FORM 3684	000	STC2	01500	7710
150945	DA FORM 3783	000	STC2	02400	8203
150946	DA FORM 3792-1	000	TCBX	00005	7110
151033	DA FORM 4245	000	STC2	01500	8701
151073	DA FORM 4303	000	TCBX	00005	7408
151077	DA FORM 4395	000	TCBX	00005	8707
151078	DA FORM 4395-1	000	TCC	02600	8608
151079	DA FORM 4397	000	STC3	00900	8112
151080	DA FORM 4398	000	PTC1	02400	8207
151093	DA FORM 4536	000	STC3	02000	8112
151100	DA FORM 4593	000	TCBX	00005	7703
151132	DA FORM 4850	000	STC3	02600	9510
151172	DA FORM 5352	000	STC3	01700	9412
151179	DA FORM 5515-1	000	STC6	00500	8908
151192	DA FORM 581	000	STC6	00800	8908
151193	DA FORM 581-1	000	STC6	00500	8908
151213	DA FORM 7003	000	STC3	01200	9107
151218	DA FORM 7222	000	PTC1	01500	9305
151220	DA FORM 7223	000	PTC1	01500	9305
151279	DD FORM 1084C	000	STC4	00750	6601
151302	DD FORM 1155	000	STC5	00650	9304
151308	DD FORM 1172	000	STC3	01200	9310
151323	DD FORM 1251	000	STC4	00850	9107
151329	DD FORM 1299	000	STC7	00450	85121

IDN	Form Nomenclature	Change Field	Form Construction	Quantity (each) of the form contained within one (1) carton	Effective date of the form
51339	DD FORM 1348-2	000	STC3	01700	8902
151343	DD FORM 1348M	000	TCBX	00005	7403
151348	DD FORM 1351-6	000	STC4	00800	6411
151354	DD FORM 1384-1	000	TCBX	00005	6707
151355	DD FORM 1384-2	000	STC5	00400	6604
151356	DD FORM 1384-2	000	STC7	00450	6604
151358	DD FORM 1386	000	STC7	00400	6604
151360	DD FORM 1387-2	000	STC5	01500	8606
151365	DD FORM 1400M	000	STC5	00500	6210
151384	DD FORM 1482-S	000	STC7	01600	8109
151387	DD FORM 1486	000	TCBX	00005	7406
151388	DD FORM 1487	000	TCBX	00005	7406
151400	DD FORM 1556A	000	STC8	00450	8703
151470	DD FORM 1780	000	STC5	00550	8605
151612	DD FORM 2520	000	STC2	01600	9012
151713	DD FORM 577	000	PTC1	06000	8805
151800	OF FORM 336	000	STC5	00650	8604
151828	SF FORM 1034 & 1034A	000	STC5	00650	8710
151842	SF FORM 1150	000	STC2	02000	7712
151849	SF FORM 1166	000	STC5	00600	8405
151852	SF FORM 1170	000	STC4	01000	8902
151887	SF FORM 153	000	STC4	00500	8809
151934	SF FORM 3100A	000	PTC1	00500	8701
151951	SF FORM 359	000	TCBX	00005	7309
151962	SF FORM 52-B	000	PTC1	02000	9107
151986	SF FORM 5958A	000	STC3	00775	8606
152017	TD FORM IRS W-2 MAG TAPE	000	STC6	01000	9400
158004	DD FORM 1348-1A	000	STC6	01000	9107
158052	DA FORM 7372	000	STC4	00900	9612
158129	DD FORM 572	000	PTC1	01100	9302
160009	DD FORM 1482-1	000	STC4	00500	8109
160010	DD FORM 1482-4	000	STC7	00600	8109

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## **ETMs Available Through Resupply**

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There are no changes to the list we published in the Winter 1999 issue. The ETMs list will return next issue.

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## USAPA Phone Contacts

2461 Eisenhower Ave., Alexandria, VA 22331-0302.  
Commercial (703)/DSN 221 (325) or 328 (428)  
exchange.

### OFFICE OF THE DIRECTOR

Director	Mr. Nazzaro	325-6800
Executive Officer	Vacant	325-6800
Personnel and Administration	Mr. McCaleb	325-6235

### PRODUCTION MANAGEMENT DIVISION

Chief	Mr. Javetski	325-6228
Operations Branch	Mr. Welch	325-6212
Operations Management		
Branch	Mr. Jeffries	428-0515

### PUBLISHING DIVISION

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Electronic Publishing		
Branch	Mr. Wehrly	325-6218
Forms Management and		
Design Branch	Ms. Lacy	325-6297
Publications Management		
Branch	Ms. Hale	428-0602

### LOGISTICS MANAGEMENT DIVISION

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Logistics Analysis		
Branch	Mr. Johnson	325-6233
Logistics Operations		
Branch	Vacant	

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Customer service representative:  
Monday through Friday 0730 - 1600 hours  
DSN 693-7305 ext. 268/266 or  
commercial (314) 263-7305 ext. 268/266

### INFORMATION MANAGEMENT DIVISION

Chief	Mr. Josey	325-4289
Systems Plans and Requirements		
Branch	Ms. Jones	428-0559
Automation Support		
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